

R ☐
CHANGE 2

25X1

REGULATION
NO. ☐

PERSONNEL
1955

PERSONNEL RECORDS AND REPORTS

(No change in this Regulation other than in paragraph 5a(3)(a))

5. PERSONAL STATUS RECORDS

a. PERSONNEL INFORMATION CARD (FORM NO. 37-6)

(3) Procedures for Use

- (a) Immediately upon receipt of information affecting a change in the personal status of an employee under their jurisdiction, administrative officers will indicate on the duplicate card, Form 37-6, the pertinent change involved, and forward the card to the Machine Records Division, Office of the Comptroller, for adjustment of the master card. A new duplicate card will be returned to the initiating component by the Machine Records Division. Each employee is responsible for immediately reporting any change in his personal status to the appropriate administrative officer.

(to be redesignated Form 642)

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